

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE



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Washington Awaits You!



United States Capitol, circa 1890

Washington, DC Meeting Approaches

Please join MARAC in Washington, DC for its annual Fall meeting, **November 19-21**. We invite you to join us for the conference and encourage you to bring your family along for the entire weekend. You'll discover some of the nation's finest restaurants, theaters, monuments, and cultural institutions. Washington is a diverse and sophisticated city with fun and entertainment for the whole family.

The youngest of the great Eastern cities, Washington came into existence as a result of the Compromise of 1790 in which the Southern states, led by Thomas Jefferson, agreed to assume the federal war debts generated by the original 13 colonies during the Revolutionary War, if the Northern states would agree to move the capital from Philadelphia to the South. The site chosen for the new city was ceded from the states of Maryland and Virginia and consisted of 100 square miles of marshy wilderness located between the banks of the Potomac and Anacostia River.

George Washington appointed Pierre Charles L'Enfant to create a grand design for the city worthy of the new nation's ideals. L'Enfant's inspired

plan, based on the best of European town planning, incorporated a grid pattern for streets bisected by grand avenues which were named for the States. L'Enfant's plan remains intact today, and you will find Washington a startlingly beautiful city with wide streets, low buildings, and majestic vistas that lead you down avenues to circles and squares occupied by statues, fountains, and other monuments commemorating notable historical events and figures.

Although most tourists rarely stray from the familiarity of the Mall, a trip into the surrounding neighborhoods provides an opportunity to experience the rich diversity and history that gives the Washington its unique charm. On Capital Hill, site of the conference hotel, you will find the Capitol Building, the Supreme Court, Library of Congress, and the Senate and House office buildings; and you'll enjoy European-style cafes and bars, lovely old row-houses and parks, as well as Eastern Market and the beautifully restored Union Station. Dupont Circle, a vibrant center for diverse and alternative lifestyles, is the home of wonderful galleries and museums, in-

cluding the Phillips Collection. Just north of Dupont Circle, on Massachusetts Avenue, an area known as Embassy Row is the home of a number of the city's 153 (at last count) foreign embassies, many of which are located in Washington's most elegant mansions. Adams Morgan, the city's melting pot, is Washington's answer to Greenwich Village as evidenced by its funky mix of boutiques, ethnic restaurants and bars. Historic Georgetown, known for the C & O Canal and its elegant townhouses, is also a headquarters for shopping, trendy restaurants, bars and nightlife. Also, convenient to the conference hotel is Washington's own Chinatown and the newly revitalized downtown area, which boasts Washington's most recent emerging art scene.

Meeting and Program Highlights

In the shadow of the Capitol, the conference will take place at the Hyatt Regency Washington on Capitol Hill. The hotel is within walking distance of many of the city's major attractions and Union Station. The room rate is \$125 for a single or double occupancy if you reserve before October 11. The local arrangements committee has

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organized free tours of the United States Holocaust Museum, Mount Vernon and the Library of Congress. There will also be a special tour of the Van Gogh's Van Gogh: Masterpieces from the Van Gogh Museum: Amsterdam at the National Gallery. Tickets to this event are a hot commodity in DC, so sign up early. The Friday reception will be one of the major highlights of the conference. Few Washingtonians, and even fewer archivists, have had the opportunity to party in the halls of Congress. Please be sure to attend Friday's reception in the imposing Caucus Room of Russell Senate Office Building, site of numerous historic hearings, including the Titanic and the Watergate hearings. Your registration fee of \$45 will include the cost of the reception. Please include your social security number when you register. This is not for a background check--we promise.

The Program Committee has planned twenty-three sessions revolving around the theme of Archival Challenges and Solutions for the 21st Century. This conference will feature a variety of papers which examine how the archival profession is changing and the questions we must resolve in the future, such as the impact of technology on archives, outreach and development, financial and legal concerns, race and ethnicity, as well as such special topics as the JFK Assassination Records Review Board.

The program begins on Thursday with a full day of workshops. Certified records managers Sunny Bolander and Beverly Roberts will cover all aspects of records management in their full day workshop. They will show how records management leads to savings in cost and space, equipment, supplies, and manpower. In the morning, Larry Baume of the National Archives and Records Administration will offer a refresher course in the appraisal of archival records that will be of interest to all. In the afternoon attorney Mark Fowler will delve into the issue of copyright. Mr. Fowler is an expert on this topic as he litigated several prominent cases regarding fair

use of unpublished materials, including the J.D. Salinger, Richard Wright, and L. Ron Hubbard cases. He will address copyright as it relates to the World Wide Web along with forthcoming changes in the law. The fourth workshop is a reprise of the extremely popular EAD workshops held in Wilmington last fall. This course will answer all of your questions about HTML and SGML while also offering hands on experience in marking up finding aids in EAD.

Friday morning begins with the plenary session. Consultant Mary Ellen Bates will provide practical advice on how to avoid downsizing and outsourcing. She will offer examples from both inside and outside the library and archival worlds. In the block of sessions following the plenary, topics will range from the appraisal of scientific records to heritage tourism. A highlight of the morning is a roundtable discussion of the Kennedy Assassination Records Review Board. Our luncheon speaker is local historian Kathryn Smith who will lead us on a slide tour of the historically black Shaw neighborhood of Washington. There will be two blocks of sessions in the afternoon. A stellar group of archival experts will be available to answer questions. The audience is encouraged to bring questions and attempt to "stump the archivist." For something different, Alan Jabbour and Stephen Wade will discuss the American Folk Life Center and will provide a tour for any interested participants.

Saturday morning begins with the business meeting. A special feature of the meeting will be a tribute to Fred Miller by his wife, Naomi. There will be two more blocks of sessions in the morning. Several of these sessions will focus on solutions to some of the more common archival challenges such as the use of volunteers, partnerships, and archival advocacy. There will also be an enlightening special focus session on film preservation and a discussion of interpreting race and ethnicity through audiovisual records.

The conference will occur during the height of Washington's cultural season, so be sure to spend some time away from the hotel. Several interesting upcoming events include: "Star Wars: The Magic of Myth," nearly 200 authentic props, costumes, characters, and artworks used by film maker George Lucas to create the trilogy of films (National Air and Space Museum); "Andy Warhol's Portfolio on the Kennedy Assassination," the 14 prints in the portfolio are Warhol's reaction to the unprecedented media coverage that occurred on the four days between the shooting of Kennedy and his funeral (National Portrait Gallery); "Sigmund Freud: Conflict and Culture," an exhibition that traces the influence of Freud and psychoanalysis (Library of Congress); "Edo: Art in Japan 1615-1868," painted scrolls and screens, costumes, armor, sculpture, woodblock prints and more (National Gallery of Art); the Shakespeare Theater will offer a production of *Twelfth Night*; and the famous pianist, Emmanuel Ax, will perform at Wolf Trap in Virginia. We are looking forward to seeing you in Washington DC. And again, we encourage you to stay through Sunday so you can visit the many wonderful sights the city has to offer.

For more information contact Local Arrangements Co-Chairs: Beth Joffrion, Archives of American Art, Smithsonian Institution, 202-357-2781, joffrion@aaa.si.edu or Marisa Keller, Corcoran Gallery of Art, 202-639-1721, mkeller@corcoran.org

Programs Chair: Susan McElrath, Mary McCloud, Bethune Council House, National Park Service, 202-637-2402, susan_mcelrath@nps.gov

★★★★★

Visit MARAC's Website at
<http://www.itd.umd.edu/MARAC/marac-hp.htm>

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. . . from the chair

MARAC's latest advocacy effort has been to express our concern over the regional space plan now being developed by the National Archives and Records Administration (NARA). While no decisions have yet been made, many archivists, genealogists, and other users of historical records are concerned that the final plan might include the closing of the Philadelphia and New York City regional archives branches of NARA.

While our concern is for all of the regional archives, we are concentrating our efforts on the New York City and Philadelphia branches because they lie within our region. The MARAC Steering Committee has sent the letter printed below to the NARA Space Planning Team and has received the response that follows.

A public meeting was held at the NARA Mid-Atlantic Region branch in Philadelphia on July 9. The meeting was attended by 57 people, including representatives from the offices of Congressman Brady and Senator Santorum. A similar meeting was held in New York City on August 6 and was attended by nearly 200 people, including representatives from the offices of Senator Moynihan, Governor Pataki, and Congressman Nadler. John Carlin, Archivist of the United States, led both meetings, opening with a brief statement followed by extensive question and answer periods. At each meeting, the genealogists, archivists, historians, educators, federal agency officials, Congressional aides, and other interested citizens and researchers, spoke in favor of maintaining facilities in Philadelphia and New York City. Archivist Carlin stated that it would be 15-18 months before a plan would be forthcoming from NARA.

MARAC members who have concerns or opinions regarding the NARA Space Plan are encouraged to write to the Space Planning Team. A packet

of advocacy materials, including letters from MARAC, the Archivist's Round Table of Metropolitan New York (ART), historians, and politicians, and talking points on both the New York and Philadelphia facilities are available if you write to me at: Janet Linde, 125 Broad Street, 18th Floor, New York, NY 10004. Partial packets are available via e-mail; send me a message at: jlinde@aclu.org. The website that contains information on and discussion of the Space Plan is NARA Space Plan web page: <http://www.nara.gov/nara/spceplan.html>. E-Mail comments to: space.plan@arch2.nara.gov.

Packets were distributed in hard copy and in a posting to the Legal History Listserv, from which it was forwarded to other lists. Thanks are due to MARAC Steering Committee members Peter Wosh, MARAC NCCPH liaison, and Steve Novak, MARAC At-Large Representative and President of ART, as well as numerous other MARAC members, for composing and distributing materials and attending meetings.

14 July 1998

Adrienne Thomas and Richard Claypoole and Team Members
Space Planning Team
Room 4100 (NPOL)
National Archives and Records Administration
8601 Adelphi Road
College Park MD 20740

Dear Ms. Thomas and Mr. Claypoole, et al.:

As chair of the Mid-Atlantic Regional Archives Conference (MARAC), a professional organization representing over 1000 archivists, I welcome the opportunity to comment on the National Archives' "Buildings for the Future" document. Two regional facilities (New York and Philadelphia) are lo-

cated within the MARAC area, and our members have several serious concerns about the impact of NARA's space planning on archival programs and researchers in the mid-Atlantic states.

First, the regionals serve as important educational centers for both practicing academics and future archivists. Both the New York and Philadelphia facilities serve as research laboratories for doctoral students in a broad range of social science and humanities disciplines. Their highly competent reference staffs, carefully cultivated network of academic links, and openness to scholarly researchers have transformed formerly routine records management operations into highly visible centers for scholarship. The Northeast Region NARA facility in New York City accommodates around 13,000 research visits each year, with 4,000 of those being from non-microform users; the Mid-Atlantic Region NARA facility in Philadelphia accommodates close to 13,000 microfilm research visits each year, plus over 425 textual research visits. Academic communities in both cities will be very displeased if NARA's space initiatives result in any plan that compromises the current level and expertise of service. New York City boasts three of the most outstanding graduate history programs in the nation at Columbia, New York University and the City University of New York. Students and faculty from all three programs make extensive use of the NARA facility. Similarly, in Philadelphia, the regional branch is within walking distance of twelve premiere research universities, and within a fifteen-mile radius of no fewer than twenty-eight colleges and universities. Undergraduates from small and large academic institutions throughout the region also make use of the regional centers. In the New York/Philadelphia region, there is also a

unique grouping of graduate history departments and library schools that offer advanced training in archival administration (Drexel University, Long Island University, New York University, Queens College, Rutgers University, and St. John's University). The regional branch has hosted classes and interns from all of these programs, and has played an important role in introducing young professional archivists to the National Archives. It has taken the lead in providing the kinds of educational links which the College Park facility is now beginning to cultivate with the University of Maryland.

Second, over the past decade, both the Philadelphia and New York regional offices have emerged as important informational centers for archives professionals. Each city boasts an extraordinary concentration of public and private archival repositories, and NARA's regional offices have played a critical role in fostering the growth of vocal and informed professional communities. They have hosted conferences and meetings, engaged in a wide range of cooperative projects with archival agencies, and provided NARA with a significant local presence in two of the most archivally active regions in the nation. NARA, once considered an impersonal and distant institution without influence outside of its own bureaucratic enclave, has been transformed into a real and visible place where archivists routinely go for information, training, and professional development. Indeed, the regionals occupy a central and critical space in the local information ecosystem, and they cannot be replaced by microfilm readers and virtual access to digitized documentation.

Third, and most important, both the New York and Philadelphia regional archives constitute significant cultural centers where genealogists, humanities scholars in a variety of disciplines, information professionals, and the general public meet, engage in dialogue, and carry on a truly public discourse. Graduate students working on dissertations, senior citizens applying for social security benefits, and indi-

viduals needing passports all mingle in the regional branches, making good use of the critical resources located there. New York and Philadelphia also contain richly diverse populations, and the reading rooms serve a multicultural urban constituency that would be unlikely to use archival resources located in other settings. One of the Archives' most crucial roles is its support of a democratic republic and a free citizenry through the provision of the most optimal access to the records of the Federal government. In addition, encouraging interaction between diverse research publics should certainly be part of NARA's broadest concerns as a cultural agency. The National Archives' mission involves not merely "ensuring ready access to essential evidence," but rather preserving and making available the cultural heritage of a people. In the broadest sense, NARA needs to conceptualize its role as one of creating knowledge. In order for this to happen, and in order for the Archives to achieve its potential, the National Archives needs to remain close to its local constituents, provide the public space where exciting intellectual activity occurs, and serve its research communities in the most thorough manner possible.

Finally, we do not see the proposals advanced by NARA thus far, those being the substitution of the onsite service offered by the regional centers with digital, microform, and Federal Express delivery, as being a way to "enhance access to records" for the researchers in the regions. In fact, these proposals seem to indicate a rather blatant disregard of both the ways in which researchers use Federal records and the very limited numbers of records that can be practically made available through these efforts. Many of us are involved in our own repositories in the provision of access to reformatted or digitized records, and we are all aware of the economic limitations of providing access to large quantities of records via these methods of delivery. How can NARA, with its regrettably limited budget, hope to make available the vast quantities of

records needed by researchers in a timely fashion, even with the savings on space that the NARA administration contemplates? Space is indeed a large expense for any repository, but space must be our greatest expense so long as we are operating in an information universe in which paper records form the bulk of our research materials. Archivists, academics, and genealogists rallied to NARA's cause in 1985 in the successful effort to achieve independence for the National Archives. At the time, all constituents believed that NARA's informational, educational, and cultural roles could best be achieved if the agency were allowed to operate as an independent body. The regional archives, in remarkably effective fashion, have repaid this faith by initiating and carrying on a series of innovative programs and services. Scaling back or eliminating these programs is not a step that the National Archives should take without considering the broad and far-reaching implications of losing these regional centers. Indeed, many of NARA's strongest and most vocal supporters during budget hearings, legislative controversies, and appropriations struggles will not be pleased to see a significant alteration in agency goals. MARAC shares this concern and opposes this reorientation and narrowing of NARA's educational, informational, and cultural mission.

Sincerely,

Janet Linde

Chair, Mid-Atlantic Regional
Archives Conference

Ms. Adrienne Thomas' response follows:

Dear Ms. Linde:

Thank you for sending a letter to the NARA Space Planning Team. We appreciate you taking the time to express your concerns about how NARA's space planning will affect the various roles of the regional archives as educational, informational, and cultural centers. At this time the Team is engaged in information gathering and fact-finding preparatory to developing options on regional space. This will

help NARA meet its goals of more space, better space, and more access, all in the most cost-effective ways possible.

Throughout this initiative we will try to keep MARAC as well as our other stakeholders and customers informed through our website (<http://www.nara/spcesplan.html>), publications, list serve updates, and public meetings. We also plan to have at least one survey of our customers on this issue later this year. Our users concerns and suggestions are important to us and that is why we are taking the time to listen and learn. Thanks again for your thoughtful input.

NARA Space Planning Team

Adrienne C. Thomas
Assistant Archivist
for Administrative Services

Co-Chair of the NARA Space
Planning Team

Ideas to Celebrate Archives Week October 11-17, 1998

The Outreach Committee compiled a list of ideas to celebrate Archives Week.

Note Archives Week on institutional and community calendars. Send an announcement to the Chamber of Commerce, Historical Societies, Internet Websites, and other promotional organizations.

Create an annual award to be presented during Archives Week. Present awards to students, researchers, or archivists for the creative use of archival materials. Create a plaque where you add each year's winner so it is an ongoing display in the archives.

Sponsor a Family Fair and/ or Regional Meeting. Distribute free handouts on care of documents, research tips, etc. Sell acid-free supplies, books, genealogy forms.

Hold book signings with local authors.

Produce a film festival.

Sponsor a lecture series.

Host a reception to thank Archives Volunteers. Present awards for the most hours donated, special projects completed.

Mount an exhibit. Have an exhibit at a local shopping mall or a public facility, outside of your home institution.

Special Publicity. Publish a profile on archivists in the area newspapers. Star in a program on a local Cable TV show with treasures from your archives.

Wear your **MARAC** T-shirt.

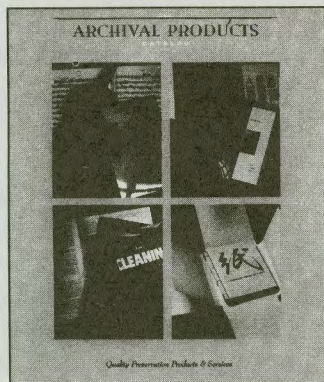
For Students:

Create a treasure hunt using copies of manuscripts and ephemera from your repository. Present a workshop, "Using the Archives for that A+ Paper"

For Colleagues:

Place treats in the staff lounge in honor of Archives Week to remind your colleagues of the occasion. Take the director to lunch to thank her or him for their support over the past year.

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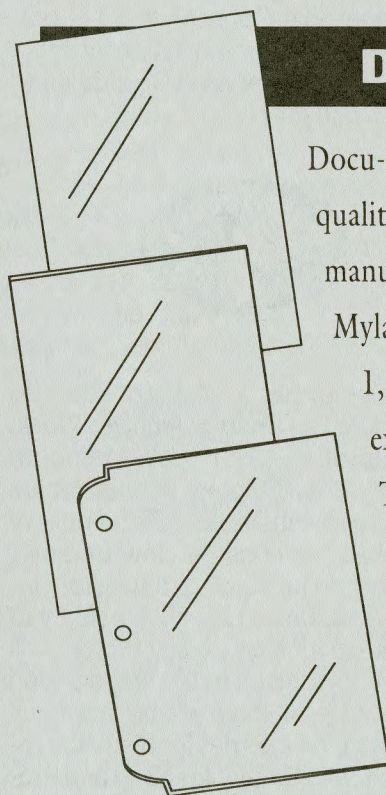
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State & Local News

In a recent Steering Committee meeting we talked a little about some of the preliminary results from the Publications Committee's survey that appeared in the last issue of MAA. That got me thinking about this column. I'd like to hear what you would like to see appear in the State and Local History section. Are you happy with the quarterly wrap-up of regional news? Would you like to see a repository highlighted each issue? I'd be interested to hear what ideas you have. You can send them to me via email at dbrussel@wcl.american.edu or drop me a note in care of the National Equal Justice Library, Washington College of Law, American University, 4801 Massachusetts Avenue, NW, Washington, D.C. 20016. I'll be waiting to hear from you.

As I mentioned in the last issue, most of this column was going to be devoted to Archives Week activities within the region. As you will see there will be lots of interesting programs to celebrate the importance of archives and archivists during Archives Week and at other times this Fall.

If other educational programming is occurring within the region, let me know. We would like to have announcements about educational programs within the region in MAA and also on the MARAC website.

That's all for now. Have a wonderful Fall and see you in Washington!



MD

In Maryland plans are underway for a tour of the Columbia, Maryland, archives and to hear a lecture by Frank Burke, Professor Emeritus from the University of Maryland, on his recently published book *Research and the Manuscript Tradition*. Future plans include tours of the Maryland State Archives, the Johns Hopkins Medical Archives, the Calvert Marine Museum, and the newly revamped Maryland Archeological Conservation Laboratory. For more information contact Mary Mannix, Maryland Caucus Chair, at 301-570-3441.



NJ

New Jersey has a full day of activities scheduled as a part of Archives Week. On October 17 at the Monmouth County Public Library in Manalapan, New Jersey, there will be a number of speakers discussing New Jersey's history and preserving that history for the future. David Cowell, President of Advocate for New Jersey History, will speak. In addition to the presentation by Mr. Cowell, there will be programs on using the internet for historical research, with Dr. Stanley Nash and Professor Thomas Frusciano of Rutgers University; a program on the history of New Jersey's islands, including a discussion on the Ellis Island case and the role that archivists played in the case with William E. Anderson, Deputy Attorney General of New Jersey and John Bailey of the Ocean County Public Library; and a presentation on military history in New Jersey featuring historian Bernard Olsen, who will discuss the Civil War in New Jersey as told by her soldiers, and writer Kevin Coyne, who will speak on

one town's World War II veterans and how they changed the world. The program is free to all.

For more information you can contact the Monmouth County Archives at 732-308-3772 or Gary Saretzky at gsaretzk@shore.co.monmouth.nj.us.

★★★★

The annual report of CAPES (Caucus Archival Projects Evaluation Service) from coordinator Daniel Jones states that fourteen CAPES consultations were provided in 1997-98 and twelve others are scheduled and pending completion. About half of these constitute follow-up visits, a feature introduced to CAPES this year.

CAPES is a program funded by the New Jersey Historical Commission and operated by the NJ Caucus of MARAC. Through the program, archives can apply for a visit from a professional archivist to conduct a needs assessment or to provide advice on how to handle a particular program.

★★★★

The MARAC New Jersey Caucus has selected the Monmouth County Historical Association (MCHA) in Freehold as the recipient of its annual award for service to the preservation of archival materials. Founded in 1898, the MCHA's archives of 200,000 documents and 5,000 photographs are frequently used by researchers and by the MCHA for exhibits and publications. The NJ Caucus is very pleased to recognize the MCHA during its one hundredth birthday celebrations. The award will be formally presented to MCHA Director Lee Ellen Griffith and Archivist/Librarian Carla Tobias at the Archives Day, to be held on October 17 at the Monmouth County Library in Manalapan. The NJ Caucus is a cosponsor of this event, which includes lectures, videos, and exhibits. For additional information contact Gary Saretzky, 732-308-3772 or gsaretzk@shore.co.monmouth.nj.us.



NY

In New York plans are underway for the annual history fair in New York City for Archives Week. In addition to the fair, there will be tours and other events. Elsewhere in the state, the Baker-Cederberg Museum is sponsoring a number of activities in September and October. The museum is sponsoring the third annual Healthcare Archives Conference that will be held September 11 at Rochester General Hospital. This year's theme is "Preserving the Oral Tradition: Oral History in a Health Care Setting." In addition Baker-Cederburg is sponsoring a lecture series "Three Rochester Women: Their Untold Stories" during the month of October. On October 7 Dr. Ellen Moore will speak on "Restoring the Balance: Women Physicians and the Profession of Medicine." On October 14 Elizabeth Brayner will talk about "The Women in George Eastman's Life." The third and final program will be held on October 21 when Colleen Hurst will discuss "The Home Front: Mary Anthony's Fight for Women's Rights." This interesting series is underwritten in part by the New York Council for the Humanities.

In addition to these activities, some New York archivists are working on new projects behind the scenes. The New York Public Library for the Performing Arts has moved from its present location to two separate locations. The Research Divisions have been moved to the Library Annex at 43rd Street and 10th Avenue, and the Circulating Collections have been moved to the Mid-Manhattan Branch. The collection has been moved to facilitate the renovation of the Lincoln Center facility which will reopen in the year 2000. The renovations will add twenty-four hour HVAC control, improved stacks and shelving, and modernized play back equipment for use with the Rodgers and Hammerstein Archives of Recorded Sound and the Theater on Film and Tape Archives.

Mary Ellen Rogan is the New York Caucus representative, and she can be reached at 212-870-1835 for more information on activities occurring in New York State.

★★★★

One last item from New York: The Metropolitan New York Library Council sent me a copy of the New York State Archives and Record Administration Fall 1998 schedule of Workshops. Some sessions that may be of interest include "Applying for Local Government Improvement Fund and Documentary Heritage Program Grants," "Introduction to Archival Activities," "Preservation of Archival Records," "Disaster Planning and Recovery for Records Managers" and "Managing Records in an Automated Environment." More information is available on the State Archives and Records Administration website at <http://www.sara.nysed.gov>. Further information on programs that will be presented in the New York City Metro area can be obtained by contacting Holly MacCammon at METRO at 212-228-2320.



VA

In Virginia the Special Collections Department for the University of Virginia has placed thousands of historic photographs of Charlottesville and Albemarle County on the World Wide Web. These photographs, which are from the library's Holsinger Studio Collection, are a unique record of life in Charlottesville and the surrounding area from the late 19th century and the beginnings of the 20th century. Most of the 9,000 dry-plate glass negatives from the commercial studio of Rufus W. Holsinger that make up this collection have never been published. Nearly 500 of the images are studio portraits of African-Americans. In addition to this project, thanks to an NEH-funded American Heritage Virtual Archives grant, the University of Virginia has been able to success-

fully encode over 1200 guides and inventories in SGML using EAD and make them available on the internet.

Writers Wanted for the Encyclopedia of New Jersey

Rutgers University Press is now at work on an Encyclopedia of New Jersey, which will consist of approximately one million words, five hundred illustrations and maps, and three thousand A-to-Z entries on the Garden State, covering such topics as: ethnic groups, religions, municipalities and counties, notable New Jerseyans, business and industry, folklife, natural resources, history, art, literature, music, geography, science, technology, education, government, sports, and transportation. We believe the Encyclopedia will be the most important and comprehensive reference work ever published on New Jersey, and will contribute to an appreciation of the rich history and diversity of our state for scholars, teachers, and the general public.

The project needs hundreds of men and women to write entries, ranging from 100 to 2,000+ words each. Writers will receive ten cents per word, plus a discount on purchasing copies of the Encyclopedia.

If you are interested in becoming a writer for the Encyclopedia, and/or in suggesting topics, please send a sheet of paper with the following information. (We expect that the editors will begin assigning topics to writers in late 1998.) Send us your name, address, email address, telephone number, a list of general areas in which you can write entries, and any suggestions you have for specific topics. Mail the sheet, along with a brief resume or other description of your qualifications and expertise, to: Encyclopedia Project, c/o Rutgers University Press, Livingston Campus, P.O. Box 5062, New Brunswick, NJ 08903-5062. (You can also e-mail this information to mappen@rci.rutgers.edu.)

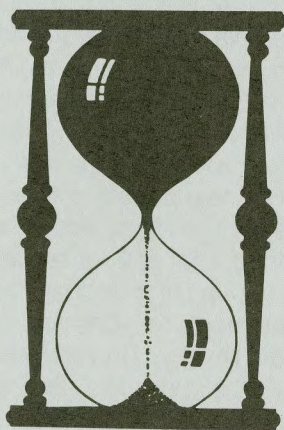
A hard copy of a sign-up form may be obtained by contacting Marc Mappen at the e-mail address above or at 732-932-7184.

EMPLOYMENT

As a service to the MARAC membership, the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The MAA reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is no fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the MAA are December 1st, March 1st, June 1st and September 1st. Because the MAA is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.



Position Available at the LaGuardia and Wagner Archives

College Assistant

Starting immediately

Responsibilities: The LaGuardia and Wagner Archives of LaGuardia Community College, The City University of New York, seeks a person with background in urban history, city government, and/or archives to process historic documents and photographs, to research the role of the City Council in New York City, and to write short assignments quickly.

Requirements: A bachelor's degree in history or related field is required. A master's degree and knowledge of New York City history and government strongly preferred. Graduate students are encouraged to apply.

The LaGuardia and Wagner Archives concentrates on 20th-century New York City political and social history.

Salary: 20 hours per week, at \$11.50 per hour, with good fringe benefits.

Send resume to:

Richard K. Lieberman, Director
LaGuardia and Wagner Archives
LaGuardia Community College/CUNY
31-10 Thomson Avenue, #E238
Long Island City, NY 11101
Ph: 718-482-5065
Fax: 718-482-5069

Please specify "City Council Researcher" in your application.

The Helen Farr Sloan Library Archivist

Responsibilities: The Helen Farr Sloan Library at the Delaware Art Museum, 2301 Kentmere Parkway, Wilmington, DE 19802, has an opening for a 3-year full-time Luce Foundation funded-Archivist who reports to the Librarian. The responsibilities of the Archivist include organizing and describing archival holdings of John Sloan and related archives, proving finding aids, overseeing preservation of all related library materials, and assisting users of the archives with research.

Qualifications: Applicants should have an M.A. in art history with an emphasis in archival administration, or an MLS from an ALA accredited institution. Two years of professional university or institutional archival experience is essential. A considerable knowledge of the principles and practices of modern library science, as well as knowledge of the MARC format and microcomputer technology is highly desirable.

If interested in being considered for this position, please submit a resume and references by November 15, 1998 to:

Nancy Miller-Batty, Chief Curator
Delaware Art Museum
2301 Kentmere Parkway
Wilmington, DE 19802

If more information is needed, please contact: Harriet B. Memeger, Head Librarian, Delaware Art Museum, 2301 Kentmere Parkway, Wilmington, DE 19802.

RUTGERS UNIVERSITY LIBRARIES

Project Archivist (Grant Funded Position)

Institute of Jazz Studies, John Cotton Dana Library

Responsibilities: Arrangement and description of the Institute of Jazz Studies' Archival Collections. Create finding aids, databases, and collection-level MARC-AMC records. Perform basic preservation activities. SGML EAD mark-up of finding aids for inclusion in the Institute's website. Grant writing and projects with other non-manuscript archival collections as required.

Qualifications: Required: Master's degree in Archival Studies, Library Science, Music History, American History or related field; two years relevant archival experience; experience with archival and/or library computer applications, Microsoft Access, and MARC-AMC cataloging; demonstrated administrative ability.

Preferred: Knowledge of jazz, American music history, and/or the sound recording industry; graduate education in archival theory and practice; 3-4 years archival experience; SGML and EAD and Internet website development; knowledge of preservation procedures, copyright/privacy issues, and photograph and sound recording collections.

Salary: Dependent upon experience and qualifications, with a minimum of \$32,840 for a 12 month grant funded Librarian V, non-tenure track appointment. Renewal of the appointment is dependent upon positive performance and continuation of funding.

Status/Benefits: Faculty status, calendar year appointment, retirement plans, life/health insurance, prescription drug, dental and eyeglass plans, tuition remission, one month vacation.

Library Profile: Founded in 1952 by pioneer jazz scholar Marshall Stearns and donated to Rutgers in 1966, the Institute of Jazz Studies is part of the Rutgers University Libraries located in the John Cotton Dana Library on the Rutgers-Newark Campus. The Institute is the world's foremost jazz archives and research facility. Its collections consist of sound recordings, books, jazz periodicals and research files, oral histories, photographs and negatives, scores and arrangements, memorabilia, and seventy archival collections. The archival collections total 450 cubic ft. of manuscript and non-print material including personal papers of musicians, jazz critics and discographers as well as records of music organizations and business in the recording industry.

To Apply: Submit resume, cover letter, and names of three referees to:

Sandra Troy
Libraries Personnel Officer
Rutgers University Libraries
169 College Avenue
New Brunswick, NJ 08901-1163
e-mail: stroy@rci.rutgers.edu

Fellowship Announcement

Applications are invited for the fourteenth year of the United States Capitol Historical Society Fellowship. This fellowship is designed to support research and publication on the history of the art and architecture of the United States Capitol and related buildings. Graduate students and scholars may apply for periods ranging from one month to one year, the stipend is \$1,500 per month.

Applications must be postmarked by February 15, 1999. For further information contact Dr. Barbara Wolanin, Curator, Architect of the Capitol, Washington, D.C. 20515, (202) 228-1222.

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STEERING COMMITTEE MEETING SUMMARY

In this issue we are publishing a summary of the minutes of the Steering Committee rather than a more complete set of minutes. The important details of planning and the important decisions are all covered in a more succinct format than in the past.

Summary of Steering Committee Actions

Friday, August 7, 1998
Baltimore, Maryland

The meeting convened at 11:05 a.m. and adjourned at 3:00 p.m.

The appointment of Stephen Novak and Gary Saretzky to serve as Steering Committee representatives on the Nominations and Elections Committee was approved.

Future meetings details:

Washington, DC [November 19-21, 1998] program should be in mail by early September.

State College, PA [May 7-9, 1999] workshops on EAD, photos, records management, preservation, basic arrangement and description, professional development, and scanning. Three track program: construction, technology or basic archival principles. A budget for this meeting was approved.

Long Island (Hauppauge, NY) [November 11-13, 1999] at the Wyndham Windwatch Hotel and Hamlet Golf Club. Contract to be signed this month. First MARAC golf tournament may be held Saturday afternoon. Indoor pool, jacuzzi, sauna, volleyball, tennis, putting green, horseshoes, softball and massage. Room rate: \$119.

Trenton/Princeton [Spring 2000] date and hotel not yet decided. Major focus will be newly renovated State Archives building in Trenton.

Cleveland [October 19-21, 2000] joint meeting with MAC. Local arrangements and program committee co-chairs needed from MARAC side.

Need to begin to identify sites for 2001. Contact Ben Primer if you are interested in hosting MARAC in your area.

The Treasurer reported that the Fall 1997 Wilmington meeting had produced a net income of \$7,747.29.

The Treasury shows income of \$25,218 through three quarters of our budget year, with expenses of \$16,322, leaving a balance for this year's budget of \$8,896. Current assets of MARAC are \$109,203.

A FY1999 budget of \$40,000 received approval.

The administrator reported current membership of 1092 (1050 individuals and 42 institutions).

Education Committee is working on a survey regarding workshops. New members on this committee are Susan Malbin and William Casari.

MARAC scholarship candidates will now have to provide a letter of reference and a statement from an employer (if employed) that the institution is unable or unwilling to provide for conference expenses.

The Nominations and Elections Committee seeks individuals interested in serving as officers of MARAC. This year we elect a new chair, vice chair, and at-large members of the Steering Committee.

Membership Development Committee reports 54 new members and a plan to target 200 facilities in the region to recruit new members.

The Custer Award Committee now includes Greg Bradsher and Peter Wosh. Deadline for entry is August 31.

New members of the Finding Aids Award Committee are Sharon Pullen, Eileen Meyer Sklar and Lynn

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33 Cain Drive
Plainview, NY 11803
Phone: (516) 454-4827
Fax: (516) 454-4824

Catanese. The Committee has been revising the guidelines for paper finding aids and writing new ones for electronic finding aids. The guidelines for paper finding aids will be published in the Fall Mid-Atlantic Archivist and the guidelines for electronic finding aids should come to Steering Committee for approval in the fall.

The Publications Committee had a survey in the summer Mid-Atlantic Archivist. There have been 569 hits on the MARAC website [<http://www.itd.umd.edu/MARAC/marac-hp.htm>] in the last quarter.

Selected papers from the Archives Under Construction sessions at the State College meeting will be published. This publication should be ready by the fall 1999 meeting. It should be the first archival publication to gather together in one place practical information on all phases of an archival construction project.

Danna Bell-Russel is now State and Local News Editor and Susan Aprill is Associate Editor of the Mid-Atlantic Archivist.

The Maryland Caucus has a number of meetings planned for the next academic year, starting with a tour of the Columbia archives in Columbia, Maryland.

The New Jersey Caucus will hold its Archives Day on October 17, 1998, at the Monmouth County Library.

Metropolitan New York members will be involved in the annual History Fair, tours and other events during Archives Week. The caucus has been busy providing support to the New York City Regional Branch of the National Archives.

The 3rd Annual Healthcare Archives Conference will be held on September 11, 1998, at Rochester General Hospital.

The Ad Hoc Committee on Contractual Services has been meeting association management firms and plans to mail a request for proposal to these firms the first week in September. Firms will be asked to respond in early October, a committee will review the responses, and then three or four firms will be invited to interviews in Wash-

ington, DC on Wednesday, November 18. The committee hopes to bring a recommendation to the Steering Committee at the Washington meeting.

The Regional Technical Assistance Program Committee was disbanded.

Steering Committee was represented by Janet Linde and Steve Novak at the public meeting held by NARA on August 7 in New York City to discuss the NARA Space Plan. A number of other MARAC members also attended the meeting. Many voices were raised in support of keeping the New York Regional Branch open. MARAC also sent a letter to the NARA Space Planning Committee in support of both the New York and Philadelphia branches, encouraging NARA to keep these important institutions open.

Naomi Miller will be invited to show her slide presentation celebrating Fred Miller's life at the fall business meeting.

Of Mailing Times and Deadlines

For over a year, the spring and fall issues of the Mid-Atlantic Archivist (MAA) have been delivered by first class mail. The purpose of the change was to ensure that members received information on MARAC meetings in plenty of time to plan their attendance. We hope that this goal has been met. The summer and winter issues continue to be delivered via slower fourth class mail.

The editor wishes to thank all those who have contributed to the MAA in the past and hopes that such contributions will continue or increase in the future. The deadlines for the four issues remain March 1, June 1, September 1, and December 1. With your help we can get the MAA to you in a timely manner regardless of how it is sent.



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Symposium on Records and Research Relating to Holocaust-era Assets National Archives at College Park, Maryland December 4, 1998

The National Archives and Records Administration (NARA) will host on December 4, 1998, a Symposium on Records and Research Relating to Holocaust-era Assets. This day-long symposium, to be held at the National Archives at College Park, Maryland, will address the many facets of Holocaust-era assets, including sources for research, and research conducted, not only at NARA, but throughout the United States and abroad. The program is described on the NARA home page: www.nara.gov and information about the program may be directed to:

holoc.assets@arch2.nara.gov. Phone inquiries may be directed to Greg Bradsher at 301-713-7250, ext. 245 or, David Van Tassel at 301-713-7230, ext. 231.

Advanced registration is required. The registration fee, which also includes catered lunch and coffee breaks, is \$75.00. Checks or money orders should be made out to the National Archives Trust Fund (NATF) and mailed to Ms. Damishia Foster, Textual Archives Services Division (NWCT) - Room 2600 National Archives and Records Administration, 8601 Adelphi Road College Park, MD 20740-6001.

School for Scanning: Issues of Preservation and Access for Paper-Based Collections

Presented by the Northeast Document Conservation Center, December 7-19, 1998, at the Le Petit Theatre du Vieux Carre, 616 St. Peter Street, New Orleans, LA.

If you are a librarian, archivist, curator, interpreter, historic preservation specialist, registrar, or other cultural or natural resource manager dealing with paper-based collections, you will be interested in attending the School for Scanning. No prior knowledge of digital media is required.

Participants will gain experience in a number of areas, such as The Basics of Digital Technology, Deciphering Digital Jargon, Content Selection for Digitization, Legal Issues of Digital Technology, Text and Image Scanning, Quality Control and Costs, The Essentials of Metadata, Digital Preservation: Theory or Reality, World Wide Web Publications, Multi-versioning.

Cost: \$255 for registration post marked by October 15, 1998, and \$325 for late registration, deadline November 18, 1998. The number of participants is limited. The conference

carries 18.5 contract hours of ICRM Certification Maintenance Credits Hours.

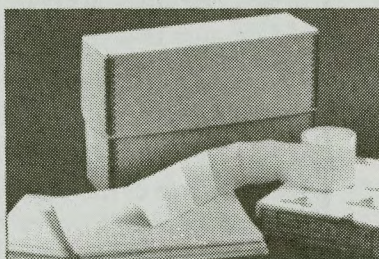
To request a flier and registration material, contact Gay Tracy, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810-1494; Tel: (978) 470-1010; email: tracy@nedcc.org

Poster Contest for Archives Week

The Outreach Committee would like to thank all MARACians who submitted entries for the poster contest, and would like to remind everyone else that October 15th is the deadline for submitting (clever, intriguing, somber, humorous) images of a holiday or celebration from your stellar archives for consideration. The posters will be produced for 1999. Submit an entry and you could be a winner!

The conference is funded in part by the Andrew W. Mellon Foundation and the National Endowment for the Humanities. It is co-sponsored by The Getty Information Institute, the Historic New Orleans Collection, the National Park Service, and SOLINET.

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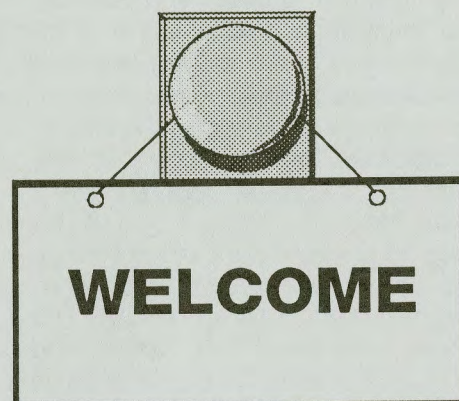
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Karen Spenn
Archive Impact
Sarah Talley
*Utah State Archives & Records
Service*
Lorett Treese
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MARAC MEETINGS

Fall Meeting 1998
Washington DC
November 19-21

Spring Meeting 1999
State College, PA
May 7-9

Fall Meeting 1999
Hauppauge, NY
November 11-13

Spring Meeting 2000
Trenton/Princeton, NJ

Fall Meeting 2000
Cleveland, OH (Joint
Meeting with Midwest
Archives Conference)

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Submissions Sought for the Fredric M. Miller Finding Aids Awards

To promote excellence in finding aids by recognizing outstanding achievement, submissions are now being accepted by the Finding Aids Award Committee. The checklist shown below is used to evaluate paper finding aids. Additional guidelines for electronic finding aids will be in effect this fall and will be posted on the MARAC website when available.

Nominations must be made by a MARAC member and the finding aid must be issued by an institution in the MARAC region. Nominated finding aids must be available to the public in the 1998 calendar year. The evaluations will take place in March 1999, and the awards will be presented at the spring conference in May.

To apply, please send two copies of the finding aid and/or the url to: Rita Dockery, Chair, MARAC Finding Aids Award Committee, Wagner Free Institute of Science, 1700 W. Montgomery, Philadelphia PA 19121

MARAC Finding Aids Awards Committee Worksheet Basic Elements Checklist

1. Includes basic information about records or papers?

- | | | |
|---|--|---|
| <input type="checkbox"/> Name of Collection | <input type="checkbox"/> Arrangement | |
| <input type="checkbox"/> Provenance | <input type="checkbox"/> Collection Size | <input type="checkbox"/> Restrictions |
| <input type="checkbox"/> Copyright | <input type="checkbox"/> Dates | <input type="checkbox"/> Physical Types |
| <input type="checkbox"/> Related Publications (if applicable) | | |

2. Includes elements to assist user and applies them effectively?

- ☐ Instructive table of contents or other outline for finding aid organization
- ☐ Easy to use biographical sketch or administrative history or outline
- ☐ Instructions for use, if necessary
- ☐ Descriptions of related records or sources
- ☐ Index of terms or subjects

3. Prepared in appropriate style?

- | | |
|---|---|
| <input type="checkbox"/> Clear and pleasing design | <input type="checkbox"/> Clear organization |
| <input type="checkbox"/> Simple, understandable English | |
| <input type="checkbox"/> Without offensive typographical errors | |
| <input type="checkbox"/> Quick access | |
| <input type="checkbox"/> Without irrelevant excess matter | |

4. Other considerations

- | | |
|--|--|
| <input type="checkbox"/> Encourages use across disciplines | <input type="checkbox"/> Easy to use without archivist |
| <input type="checkbox"/> Provides subject access | <input type="checkbox"/> Includes all relevant information |
| <input type="checkbox"/> Provides guidance to strengths, weaknesses, and potential uses of materials | |

General Evaluation

1. Appropriate to institution and collections?
2. Significant assistance to researchers?
3. Useful innovation?

Comments:

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1998
April 1, 1998 -June 30, 1998

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1997 Actual
REVENUE AND SUPPORT								
Membership Dues	\$16,500.00	\$11,254.00	\$2,658.00	\$863.00		90%	\$14,775.00	\$14,829.00
Publications Sales	1,500.00	232.00	49.00	483.38		51%	764.38	1,458.54
Pub. Advertising	1,000.00	156.00	0.00	343.50		50%	499.50	1,179.00
Bank Interest	4,000.00	176.13	202.56	222.52		15%	601.21	4,027.48
Conferences	12,000.00	0.00	7,907.22	0.00		66%	7,907.22	9,066.51
Mailing List Sales	250.00	80.00	70.00	140.00		116%	290.00	280.00
Contributions	400.00	295.00	25.00	0.00		80%	320.00	362.00
Miscellaneous	100.00	56.00	5.00	0.00		61%	61.00	89.35
Total Revenue and Support	\$35,750.00	\$12,249.13	\$10,916.78	\$2,052.40	\$0.00	71%	\$25,218.31	\$31,291.88
EXPENSES								
General	\$1,750.00	\$0.00	\$778.00	\$500.00		73%	\$1,278.00	\$1,132.27
Administrator	3,835.00	443.70	23.30	512.85		26%	979.85	1,691.23
Treasurer	755.00	20.00	482.20	115.93		82%	618.13	628.81
Membership	1,545.00	102.40	0.00	180.68		18%	283.08	464.52
Committees	6,335.00	171.61	1,356.18	55.39		25%	1,583.18	4,292.49
Publications	12,600.00	2,639.18	2,344.00	2,145.99		57%	7,129.17	11,132.53
MARAC Archivist	500.00	0.00	0.00	0.00		0%	0.00	0.00
Awards	425.00	0.00	0.00	325.00		76%	325.00	425.00
Conference Advances	5,155.00	155.00	2,000.00	0.00		42%	2,155.00	5,000.00
MARAC Scholarship	2,200.00	280.64	545.00	1,145.00		90%	1,970.64	1,806.39
Grant Project Expenses	600.00	0.00	0.00	0.00		0%	0.00	0.00
Miscellaneous	50.00	0.00	0.00	0.00		0%	0.00	0.00
Total Expenses	\$35,750.00	\$3,812.53	\$7,528.68	\$4,980.84	\$0.00	46%	\$16,322.05	\$26,573.24
NET INCOME or (NET LOSS)	\$0.00	\$8,436.60	\$3,388.10	(\$2,928.44)	\$0.00		\$8,896.26	
SUMMARY								
Opening Balance	\$112,130.90							
Income	2,052.40							
Expenses	(4,980.84)							
Closing Balance	\$109,202.50							
Cash Accounts								
Checking Accts:	\$6,970.13							
Savings Accts:	34,876.71							
Cert. of Dep:	67,355.66							
Total	\$109,202.50							
Fund								
Opening								
Credits								
Debits								
Closing								
Current	\$59,726.52	\$1,829.88	(\$4,980.84)	\$56,575.56				
Endowment	12,404.42	222.52		12,626.94				
Reserve	40,000.00			40,000.00				
Total	\$112,130.94	\$2,052.40	(\$4,908.84)	\$109,202.50				

MARAC Membership Application

MARAC Membership Application

Dues Year – October 1st - September 30th

☐ Regular \$15.00

☐ Student/Retired \$5.00

☐ New Member

☐ Renewing Member

Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____ Fax: _____

E-Mail: _____

Institution: _____

State Caucus Preference:

☐ DE ☐ DC ☐ MD ☐ NJ ☐ NY ☐ PA ☐ VA ☐ WV

To belong to additional State Caucuses, indicate which one(s) and add \$1.00 each to your dues payment.

May we include your name and address (only) on a MARAC mailing list for distribution?

☐ Yes ☐ No

Please check the category(ies) which best describe(s) your archives:

☐ College/University

☐ Museum

☐ Religious

☐ Corporate

☐ Federal Archives

☐ State/Local Government

☐ Historical Society

☐ Professional Society, Institute

☐ Other: _____

Please check the committee(s) on which you are willing to serve:

☐ Arline Custer Award

☐ Finding Aids Award

☐ Membership

☐ Program

☐ Education

☐ Local Arrangements

☐ Nominations

☐ Publications

☐ Finance

☐ Meetings Coordinating

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